

## Data Control Panel - Function Bar

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### Overview

The Data Control Panel Function Bar consists of six picture radio buttons. They are called radio buttons because, as a group, they behave much like the station buttons on a car radio - only one can be selected at a time and selecting a second button automatically deselects the first. The selected button is displayed in a depressed style with the colors inverted. In the sample below, the *List* button is selected. The List function is always the selected default whenever the Data Control Panel is displayed.

Function Bar



In conjunction with other elements in the Data Control Panel, the state of the function bar tells NASA TechTracS the intention of the user. The three-step way to work with the Data Control Panel is:

1. Choose a function
2. Choose a table
3. Click *OK*

For example to go to a listing of the [Action Item] table, choose the *List* function button (if it is not already selected), choose the [Action Item] table from the list of tables, and click the *OK* button.

As each Function button is clicked, the window title changes to show the selected function. The six functions are:

### **List**

Display the selected table in a listing style window where the user can work with one or more records.

### **Add**

Add a new record to the selected table, displaying an empty record style window where the user may enter data.

### **Print**

Print reports or letters for the selected table. Note: Some reports require that the user select records to be included in the report and are only valid when activated from the List screen. If that is the case for a given table, an Alert will be displayed bearing the message, "There are no reports or letters available...". See Section 05.03.03 for a list of available canned reports.

**TIP:** It is possible to print for a specific record or group of records by using the Quick Find tool: Click the Print function before entering a value in the Quick Find data entry area.

### **Chart**

Opens the NASA TechTracS Quick Chart editor.

**Query**

Perform a query on the selected table and, by implication, display the results in a listing style window. Six different querying mechanisms are provided: Quick Find, Find, Quick Query, Query Editor, Query By Index, and Query By Formula. See **Querying** in the **List Window** section.

**Keyword**

Utilizes the Quick Find data entry area to perform a simple, single-keyword query on the selected table. To use this feature, select the **Keyword** function button, choose the table, enter a keyword in the Quick Find data entry area, and click the *OK* button. If any records are found that have keywords that match the one entered, they will be displayed in the List Window.

**NOTE:** Only the [Company], [Contract\_Grant], [Partnerships], [People], [Success Story], and [Technology] have related keyword tables. In all other tables, the Quick Find data entry area will display the phrase, "No Keywords".

**TIP:** Holding down the option key (Alt key on Windows) when clicking the *OK* button will cause the List or Record window to be displayed in a window that belongs to another process. This is known as a secondary data window and is distinguished from the normal window by the bullets (asterisks on Windows) in the window title. It is possible, limited only by available memory, to have as many secondary data windows open as you like.

